



Position Description

Position Title: Education Programs Assistant

Status: Full-time/Hourly

Department: Education and Visitor Experience

Reports directly to: Education Programs Manager

Organizational Description: Naples Botanical Garden is a 170-acre world-class paradise, featuring the flora and cultures of the tropics and subtropics between the latitudes of 26 degrees north and 26 degrees south, including Brazil, the Caribbean, Southeast Asia and Florida. The Garden's mission is to connect people and plants through display, education, conservation and science. The Garden's hands-on Vicky C. and David Byron Smith Children's Garden, along with 90 acres of beautifully restored native habitats, formal Gardens, walking trails, and Buehler Family Foundation Enabling Garden offer education and enjoyment for people of all ages. Naples Botanical Garden is a 501(c)3 organization.

Position Summary: Naples Botanical Garden is seeking an Education Programs Assistant to support youth and adult education programs, including school field trips, family activities in the Vicky C. and David Byron Smith Children's Garden, Collier Greens school garden network, visitor programs, and more. This is a full-time position.

Primary duties:

- Collaborate with Garden staff to plan and deliver formal and informal educational programming.
- Assist Garden staff and volunteers in day-to-day horticultural activities as needed.
- Assist Garden staff as needed.

Requirements:

- Bachelor's degree in education, environmental education, horticulture, environmental studies, or an equivalent level of education and experience. Degree need not be complete at time of hire.
- Experience delivering formal or informal youth and family programming
- Creativity, imagination, and the ability to inspire others to learn about the environment
- Highly organized and motivated with a strong work ethic and superior communication skills
- Willingness and ability to work full days outdoors in a hot and humid environment and ability to lift and carry at least 35 pounds
- Possess a commitment to the Garden's mission of connecting people with plants with a demonstrated ability and interest in gardening.
- Must be able to work a flexible schedule, including at least two weekend days per month and holidays
- Must possess a valid U.S. driver's license and reliable transportation
- Will be required to undergo a background check prior to being hired

To Apply: Please provide a cover letter, resume, and contact information for three references by email to resumes@naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer. The Garden has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin or disability.